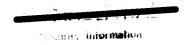
Sanitized - Approved For Release : CIA-RDP78-00699A000100060006-6

Security Information

GSO CARPER SERVICE ACTIVITIES

16 October - 15 November 1953

- 1. Promotions processed within General Services Office 22
- 2. Employees released for transfer to other types of work in other CIA Offices 3
- 3. Number of GEO employees attending the 12th Agency
 Orientation Course conducted by the Office of Training during
 the period 3 6 November 1953
- 4. Employees requesting Agency approval to engage in non-CIA school courses secured on their own initiative, their own time, and at their own expense.
- 5. Employees who entered training courses at CTA expense or on CTA time. (See attached list)
- 6. Tours of our 25X1A6a Virginia, were conducted during this period for a total of twenty-eight (28) Agency employees representing a total of four (4) different Offices.
- 7. The files of three (3) Agency employees were referred for consideration for GS Career Designations. Recommendations were made by GSO that two of the files, which were of employees presently overseas, be referred to the Logistics Office Career Service Board for consideration, based on present assignments and past experience of the individuals concerned. The other was a file on an employee in the departmental area presently being shopped for reassignment. Inasmuch as GSO had no vacancy for which to consider him, we recommended that his career designation be determined at such time as the Personnel Office was able to reassign him.
- 8. A total of twenty-two (22) Area Records Officers and thirteen (13) employees of GSO attended a meeting during this period, at which a representative of the Incentive Awards Committee explained the program and the manner in which Area Records Officers would be able to qualify for an award.
- 9. During this period the General Services Office conducted a training course, which had been developed in cooperation with the CIA Emergency Flanning Officer, dealing with the "Operation of the Vital Materials Repository." The purpose of this course was to familiarize the respective Area Records Officers with the surroundings, files, and facilities to be employed in the event of an emergency. An outline of the program is as follows:



25X1A9a

Sanitized - Approved For Release: CIA-RDP78-00699A000100060006-6

Security Information

GSO CARTER SERVICE ACTIVITIES

16 October - 15 November 1953 (Continued)

- a. Review of Agency Vital Materials Program Procedure, emphasizing functions and activities assigned to the Repository.
- b. Detailed instruction in Repository procedure for the processing of material, including receiving and receipting for new material, coding new material, and preparing inventory controls for new material.
- c. Explanation of Repository document classification system.
- d. Instruction in all filing procedures and techniques, including withdrawal and disposition system.
- e. Review by individual Area Records Officers of files for which they are responsible.
- f. Explenation and demonstration of and instruction in the machine index procedure.
- 6. Discussion of special problems confronting the Repository, including the indexing of microfilm.

This course was conducted in two sessions, held at the Repository on 21 October and 25 October 1953. Ten (10) Area Records Officers participated in the first class and thirteen (13) in the second. In discussions with individuals following the close of the course, it was felt that the reaction to the training was favorable.

Chairman, GSO Career Service Board

25X1A9a



Sanitized - Approved For Release (2014) CIA-RDP78-00699A000 T00060006-6 Security Information

GSO PERSONNEL WHO HAVE ATTENDED VARIOUS TRAINING COURSES OF CIA TIME OR AT CIA EXPENSE

(16 October - 15 November 1953)

		(•	
Name	Present Title Pres	sent Grade	School	Course	Dates Attended
Applications of the state of th	Tab Equipment Operator	cs-L	IFM School Washington, D.C.	h02 Basic Tabulator	10/26/53 - 11/6/53
	\$	લ્કના	Ħ	407 Basic Tabulator	10/26/53 - 11/6/53
	Ħ	0 8-3	Ħ	General Machine Operation	10/26/53 - 11/1 3
	Ħ	GS -3	Ħ	General Machine Operation	11/2/53 - 11/23/53
	*	GS-3	ŧŧ	024 Key Punch and Machine Operation	11/2/53 - 11/23/53
	Ħ	GS-4	п	Wiring Principles	10/26/53 - 11/6/53
	н	os-4	tt .	Wiring Principles	10/26/53 - 11/6/53
	Tab Project Plannes	· 68 - 9	*	602A Calculator Wiring	11/9/53 - 11/23/53
	Mail & File Clerk	es-4	CIA Office of Training	Typing II	11/9/53 - 11/27/53
	Tab Equipment Operator	GS-11	H	Typing I	11/9/53 - 11/7 '53
25X1A9a	Util. & Movement Technician	45 -5	Columbia School of Drafting, Columbia Technical Institute, Washington, D. G.	Architectural Brafting, Lettering & Symbols, Details of Bldg. Con- struction, Blueprint Reading, and related subjects	11/1/53 - 1/31/55

Sanitized - Approved For Release : CIA-RDP78-00699A000100060006-6